

# Welcome to i3 Detroit! (version 3.2)

As a community-run organization, we place a lot of trust in each other, and we all help keep things running around here. There's a lot to learn, and this page is meant as a guide. Hang on to it.

Here are some very knowledgeable members who would love to help you get started. Call or email any of us with questions. We were all new, once...

1. Nate Bezanson, 248-379-3614, [myself@telcodata.us](mailto:myself@telcodata.us)
2. Maddy Winans, 248-821-0798, [madalyn.winans@gmail.com](mailto:madalyn.winans@gmail.com)
3. Maxwell Gonyea-Alexander, [skellygonyea@gmail.com](mailto:skellygonyea@gmail.com)
4. Your mentor, see other side of this page...

As a new member:

- Please accept all the Google Groups invitations in your email – this is our primary communication method. If you didn't get them, email [contact@i3detroit.org](mailto:contact@i3detroit.org)! (*Check your spam box...*)
- Go to <http://groups.google.com/group/i3detroit> and post a "Hi I'm so-and-so" message. (If you're unable to log in, get in touch with your mentor, or email [contact@i3detroit.org](mailto:contact@i3detroit.org).) Tell us about yourself -- background, past projects, future ambitions, superpower, where you heard about i3.
- If you don't know how to use a tool, feel free to post to the group above, asking to learn. Someone will be happy to set up a time to teach you, but you have to ask! Be bold!
- There's a stack of T-shirts by the door, and a money-box on top. Need change? Try the fridge cup!
- There's a tremendous amount of information collected in the Wiki. Find it at <http://www.i3detroit.com/wiki> Try searching for the name of any tool, for instance.
- If you see something that needs fixing, bring it up and help fix it. If you see someone doing something unsafe, speak up and help them do it safely. *If you need help, ask for it.*
- You have the same rights and responsibilities as every other member, new or "seasoned".
- Some of those rights:
  - Give tours, interviews, and stuff. (There's a merit badge for being quoted in the press!)
  - Use every tool you've been checked out on. Check with the owner, listed on the wiki.
  - Get involved at meetings and via email, and help shape the community.
  - Host guests, hold events, and share your own interests with the group.
  - Have your projects featured on the i3detroit.org front page blog. Ask how!
- Some of those responsibilities:
  - Take out the trash when it's full. You're now one of dozens of part-time janitors!
  - Uphold the group's spirit and image, especially on i3detroit-public.
  - Help your fellow members keep after our various messes.
  - Make sure every guest signs a waiver and gets signed in by a member, perhaps you.
  - If you just took the last copy of this page, find the original on the wiki and print more.
- **When talking about i3 Detroit, remember to say "we". You're one of us now – welcome!**

# i3 Detroit Keyholder Responsibilities v3.2

(KEEP THIS PAGE for your reference.)

1. Every member may host \_\_\_\_\_ in the space.
  2. Guests must complete a \_\_\_\_\_ on their first visit.
  3. Guests must sign in on the \_\_\_\_\_ every time they visit.
  4. Members should check each guest's name against the list of \_\_\_\_\_, and follow the posted procedure.
  5. Members are responsible for making sure their guests follow the \_\_\_\_\_ and \_\_\_\_\_.
  6. Bylaws and standing rules are located \_\_\_\_ \_.
  7. There's an automatic defibrillator (AED) in a cabinet by the \_\_\_\_\_.
  8. If the phone rings, \_\_\_\_\_ should answer it!
  9. If you're the second-to-last person in the space, check that the remaining individuals are \_\_\_\_\_.
  10. When leaving, each member should \_\_\_\_\_ after themselves and let the others know they're leaving.
  11. If you're the last one out, follow the \_\_\_\_\_ located \_\_\_\_\_.
  12. Most tools in the space are owned by \_\_\_\_\_, we just borrow them.
  13. Information about tools may be found, or should be put, \_\_\_\_ \_.
  14. Trash cans should be emptied by \_\_\_\_\_.
  15. New trash bags are kept in the \_\_\_\_\_.
  16. We recycle through SOCRRA. Recycling guidelines are on \_\_\_\_\_.
  17. The recycling bin goes out \_\_\_\_\_ night.
  18. Sweeping, vacuuming, and mopping should be done by \_\_\_\_\_.
  19. Personal items brought into the space should be \_\_\_\_\_.
  20. Large objects/projects should have a \_\_\_\_\_ completed for them.
  21. Member storage is restricted to one \_\_\_\_\_ per dues-paying member.
  22. Items in member storage must be \_\_\_\_\_ with name and contact info.
  23. Items in member storage must not protrude into the aisle, lest the \_\_\_\_\_ hit them.
  24. Items in the space are available for everyone to use, unless they're in \_\_\_\_\_ or have a completed \_\_\_\_\_ attached.
  25. When cleaning up, if you don't know where something goes, contact the \_\_\_\_\_ or post to \_\_\_\_\_.
  26. The front hallway is a \_\_\_\_\_ and must always be kept clear.
  27. Termination of membership is done by cleaning out one's \_\_\_\_\_ and following the \_\_\_\_\_ procedure on the \_\_\_\_\_.
- Mentor assigned: \_\_\_\_\_ phone \_\_\_\_\_
- Mentor's email: \_\_\_\_\_
- First followup contact date: \_\_\_\_\_ Second contact date: \_\_\_\_\_
- Name of new member: \_\_\_\_\_ phone \_\_\_\_\_
- New member's email: \_\_\_\_\_

Mentor and new member: Add these dates to your calendars and touch base even if things are going fine. (Take a photo of this section to remind yourself later.)



### New Member Registration Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Username (optional): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

#### i3 Detroit Agreement & Waiver Information

By becoming a Member of i3 Detroit, you are agreeing to follow and live by the i3 Detroit By-Laws that are posted on our wiki. If you choose not to follow our By-laws, you will be asked to leave the community. You also agree to pay your membership dues by the first of each month. If dues are over 30 days past due you will be asked to turn in your key and you will forfeit your membership with i3 Detroit. As a Member you are not allowed to make copies of your Key to the space and you agree not to loan or give your key to another individual. You are responsible to return your numbered Key back to i3 Detroit if you desire to no longer be a Member.

As a Member of i3 Detroit you are agreeing that in the event of being injured or harmed from tool usage, carelessness, or any other unforeseen reason you will not and cannot hold i3 Detroit Incorporated or any other member responsible. You are agreeing to waive your legal rights or personal actions against i3 Detroit or its Members. As a Member you have chosen to act as an individual and accept all responsibilities for any possible accidents, injury, or wrongful doing.

*i3 Detroit has the right to modify or change this Agreement at any time!*

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Initial _____	Member agreement (above) signed/dated.
Initial _____	Emergency contact info complete.
Initial _____	Was already on i3detroit-public google group.
Initial _____	Added to members-only and -announce groups.
Initial _____	Added to CRM.
Initial _____	Wiki account created
Initial _____	Logged into google groups and made first post.
Initial _____	← Second and _____ ←third visits as a guest. (Host's name/date)
Initial _____	Mentor assigned and mentor info emailed to new member.
Initial _____	Orientation walkthrough and keyholder worksheet completed.
Initial _____	Prorated initial dues. <b>Start date:</b> _____ <b>Amount due:</b> _____
Initial _____	Initial dues paid in full. Circle one: <b>Cash / Check / Amazon</b>
Initial _____	Key assigned. <b>Serial:</b> _____ <b>Slot:</b> _____
Initial _____	Key data entered in CRM

All above must be completed before key issued, please contact board@i3detroit.org in case of problems.

Certified by:

\_\_\_\_\_ i3 Detroit Officer's signature (print name of officer) Date